



Republic of the Philippines
Department of Education
REGION **X** - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Office of the Schools Division Superintendent

May 26, 2021

DIVISION MEMORANDUM

No. 192 s. 2021

To: **Asst. Schools Division Superintendent**
SGOD Chief
CID Chief
Elementary & Secondary School Heads
All School Records In charge
Section Heads
This Division

**DESIGNATION OF A DATA PROTECTION OFFICER (DPO)
AS AUTHORIZED PERSONNEL TO ACCESS
SENSITIVE DATA**

1. In compliance with the prevailing rules under the I.R.R. of the Data Privacy Act (R.A. 10173), everyone is hereby reminded of the limited access and authority to divulge data content of their respective sections containing and involving vital information needed by external and internal clients.
2. The designation of a **DATA PROTECTION OFFICER (DPO)** is purposely sought for the strict compliance of the rules and for the guidance as to the proper observance and practice of the appropriate protocol/procedure in the access, processing of, and sharing of data/documents within the jurisdiction of the Schools Division Office to





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ensure strict compliance with the integrity and confidentiality principles as provided for under the Data Privacy Act of 2012 and the corresponding National Privacy Advisory No. 2017-01 as the appropriate implementing agency

3. This Division hereby designates Mr. Jeffrey M. Martinez, Administrative Officer V as Data Protection Officer with the following functions:

- 3 a) Monitor the Division compliance with the Data Privacy Act
- b) Ensure proper data breach and security incident management incident including the preparation and submission of Reports concerning security incidents
- c.) Handle questions and complaints relating to DPA of 2012

4. This Office shall adhere to Equal Opportunity Principle(EOP) in receiving requests from stakeholders relative to the use of DepEd classrooms and other facilities as vaccination centers. Hence, all decisions and actions shall be based on guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, religion, ethnicity or political affiliation.

5. For information and strict compliance.

OLGA C. ALONSABE, Ph.D., CESE
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

